

## DEPARTMENT OF AGING

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# PROGRAM MEMO

TO: <b>AREA AGENCIES ON AGING</b>	NO.: <b>PM 03-19 (P)</b>
SUBJECT: <b>Fiscal Year (FY) 2003-04 Community-Based Services Program (CBSP) Revised Planning Estimate and Budget Revision Due Date</b>	DATE ISSUED: <b>October 31, 2003</b>
	EXPIRES: <b>Until Superseded</b>
REFERENCES: <b>Older Californians Act (OCA), Older Americans Act (OAA) Amendments of 2000, Welfare and Institutions Code 9100 et. seq., PM 03-02(P)</b>	SUPERSEDES:
PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input checked="" type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input type="checkbox"/> Other: _____	
REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <b><u>Transmit Amended CBSP Planning Estimates</u></b>	
INQUIRIES SHOULD BE DIRECTED TO: <b>Your Assigned AAA-Based Team</b>	

Attached is your amended CBSP Planning Estimate for FY 2003-04. This Planning Estimate includes the following adjustments:

- Restoration of full funding for the Brown Bag Program.
- Partial restoration of the Senior Companion Program (SCP).
- Health Insurance Counseling and Advocacy Program (HICAP) One-Time-Only (OTO) federal funds carried over from FY 2002-03.
- Transfers included in approved budget revisions.

## Brown Bag Program

Full funding for the Brown Bag Program eliminated in your original Planning Estimate has been restored. These funds have been included in your Planning Estimate based on FY 2002-03 allocations. Any previously approved redirection of Brown Bag funds must be resubmitted on your next budget revision along with a copy of your Administrative Action Plan and approval letter from the Department.



### **Senior Companion Program Restoration**

The Budget Act restored \$423,000 for local assistance in the SCP, which was a partial restoration of a prior year allocation. It is the intent of the Legislature that these funds remain in the SCP and not be redirected to other Community-Based Services Programs (CBSP). Therefore, funds have been allocated to only those Area Agencies on Aging that have, in the current year, a Corporation for National and Community Service (CNCS) authorized SCP operating within their Planning and Service Area. Any AAA which did not receive a SCP allocation, is not authorized to operate a SCP in FY 2003-04.

Direct and contracted service providers should be funded at the total amount allocated for the Program. Establishment of the Volunteer Service Year (VSY) level shall be calculated by dividing the total program allocation by \$4,370—the cost of one VSY. Any remaining funds above the \$4,370 shall be used for program administration. When completing the Performance Estimate page 5 of the CBSP budget, number of VSYs will equal total allocation divided by \$4,370. Total hours shall be calculated by using the total VSYs times 1044 hours, which represents the total hours each volunteer is eligible to work.

The Department will not require a direct or contracted Program to adhere to the 80/20 split for funding of program and administration. All other program requirements remain in effect. CNCS will monitor their authorized providers to ensure they satisfy all program standards.

Any AAA that was not eligible to share in this year's allocation may do so next year by submitting the required documentation to CNCS and obtaining the official SCP designation. This future year activity would be dependent upon the final FY 2004-05 budget.

### **HICAP One-Time-Only Federal Funds**

This allocation reflects a carryover of unspent federal funds as reflected in your FY 2002-03 closeout statements.

### **Transfers**

Any transfers you requested and had approved through your AAA-Based Team are included in this amendment.

### **Net Change Column**

The Net Change Column on the amended Planning Estimate reflects the restoration of Brown Bag, the partial restoration of Senior Companion, the HICAP OTO funds, and approved transfers.

### **Budget Revisions**

A revised CBSP Budget (CDA 263), which incorporates the attached CBSP Planning Estimate amendment, is due to your AAA-Based Team **as soon as possible, but no later than 30 days from the date of this PM.**

### **Original Signed By Lora Connolly for**

Lynda Terry  
Director

Attachments